

## DOCUMENTS REQUIRED BY ADRE TO APPLY FOR LICENSURE:

### REAL ESTATE SALESPERSON

- ◇ Original Salesperson Application & Fee
- ◇ Original Arizona State Exam Score Report (s)
- ◇ Proof of Legal Presence
- ◇ Pre-licensure Education Certificate
- ◇ Disciplinary Actions Disclosure \* (LI-214/244)
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ Hire as a Salesperson & Fee (Complete form LI-202) or hire online for a reduced fee
- ◇ Contract Writing Course Certificate
- ◇ Disclosure Documentation\* (if applicable)

### REAL ESTATE BROKER

- ◇ Original Broker Application & Fee
- ◇ Original Arizona State Exam Score Report (s)
- ◇ Proof of Legal Presence
- ◇ Original Broker Verification (LI-226)
- ◇ Pre-licensure Education Certificate
- ◇ Disciplinary Actions Disclosure \* (LI-214/244)
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ Sever as a Salesperson & Fee (Complete form LI-202) or Sever online for free
- ◇ Hire as a Designated Broker & Fee (Complete form LI-201)
- ◇ Hire as an Associate Broker & Fee (Complete form LI- 202) or hire online for a reduced fee
- ◇ Broker Management Clinic Certificate
- ◇ Disclosure Documentation\* (if applicable)

### MEMBERSHIP CAMPING or CEMETERY

- ◇ Original Membership Camping & Cemetery Application (Salesperson or Broker) & Fee
- ◇ Original Arizona State Specific Exam Score Report
- ◇ Proof of Legal Presence
- ◇ Disciplinary Actions Disclosure \* (LI-214/244)
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ See above for hire / sever requirements as it pertains to a salesperson or broker
- ◇ Original Broker Verification Form (LI-226) - for Brokers only
- ◇ Disclosure Documentation\* (if applicable)

Fee Schedule and forms available online at [www.azre.gov](http://www.azre.gov)  
\* see reverse side for details



Janice K. Brewer  
Governor

Judy Lowe  
Commissioner

Arizona Department of Real Estate  
2910 N 44<sup>th</sup> Street  
Phoenix, AZ 85018  
(602) 771-7700

Tucson Office  
400 W. Congress, Ste 523  
(Open– Monday, Wednesday & Friday)  
(520) 628-6940

Visit our website at  
[www.azre.gov](http://www.azre.gov)

Licensing Division  
[www.licensing@azre.gov](mailto:www.licensing@azre.gov)

### TEAM

“Together Everyone Achieves More”



## OBTAINING AN ARIZONA REAL ESTATE LICENSE

REAL ESTATE  
MEMBERSHIP CAMPING  
CEMETERY

Arizona Department of Real Estate  
[www.azre.gov](http://www.azre.gov)  
Licensing Division

## TO QUALIFY FOR A SALESPERSON'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Obtain and review the Candidate Handbook & Disciplinary Actions Disclosure (LI 214/244)
  - [www.azre.gov](http://www.azre.gov)
  - [www.pearsonvue.com](http://www.pearsonvue.com)
  - ADRE approved School attended
- ◇ Obtain an Arizona Fingerprint Clearance Card
  - Complete a Dept. of Public Safety (DPS) application packet, available M-F; 8-5
  - Call (602)-223-2279
  - Fax request to (602)223-2947
  - Mail completed application to:  
DPS  
PO BOX 18290  
Phoenix, AZ 85005
- ◇ Complete 90 hours of “in classroom” pre-licensing education through an ADRE approved school, and pass the school final examination (for Real Estate salesperson only).
- ◇ Register for and pass the State Exam.
  - To schedule go to [www.pearsonvue.com](http://www.pearsonvue.com) or call 1-888-405-5776.
- ◇ Apply for a license within **1 year** from the date of passing the State Exam — see “Documents Required by ADRE to Apply for Licensure” on reverse side.



## TO QUALIFY FOR A BROKER'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Proof of **3 years** actual full time experience as a salesperson or broker during the immediate **5 years preceding** application. A Broker Candidate Experience Verification Form (LI-226) completed by applicant's most current or last (if inactive) Designated Broker.
- ◇ Obtain and review the Candidate Handbook & Disciplinary Actions Disclosure (LI 214/244)
  - [www.azre.gov](http://www.azre.gov)
  - [www.pearsonvue.com](http://www.pearsonvue.com)
  - ADRE approved School attended
- ◇ Obtain an Arizona Fingerprint Clearance Card
  - Complete a Dept. of Public Safety (DPS) application packet, available M-F; 8-5
  - Call (602)-223-2279
  - Fax request to (602)223-2947
  - Mail completed application to:  
DPS  
PO BOX 18290  
Phoenix, AZ 85005
- ◇ Complete 90 hours of “in classroom” pre-licensing education through an ADRE approved school, and pass the school final examination (for Real Estate broker only).
- ◇ Register for and pass the State Exam.
  - To schedule go to [www.pearsonvue.com](http://www.pearsonvue.com) or call 1-888-405-5776.
- ◇ Apply for license within **1 year** from the date of passing the State Exam and before Broker Verification valid through date expires — see “Documents Required by ADRE to Apply for Licensure” on reverse side.

## \*DISCIPLINARY ACTIONS DISCLOSURE

If answering “YES” to any question on the questionnaire, you must provide:

- ◇ A detailed statement with your original signature describing the facts and circumstances, including date, time and location for each incident/event.
- ◇ Documents identified on the Disclosure Document Checklist (LI-400), regarding the type of incident/event, offense, crime, judgment, sentencing or conviction date, or any other action taken against you.
- ◇ Any additional statements, certificates, or letters of recommendation to support your application.

**DISCLOSURE SUBMITTALS ARE ACCEPTED  
MONDAY—FRIDAY BETWEEN THE HOURS OF  
8AM to 4PM**

### EXAMPLES OF DISCLOSURES ARE, BUT NOT LIMITED TO:

- ◇ Any Felony Conviction(s)
- ◇ Any misdemeanor DUI Conviction(s) - no more than 10 years old.
- ◇ Any Professional License Disciplinary Action
- ◇ Any Judgment(s) and/or adverse decision(s) entered against you.

For more information refer to:

- [www.azre.gov](http://www.azre.gov)
- Arizona Real Estate Law Book  
ARS §32-2123 (4) (5) pg. 15  
AAC R4-28-301 pg. 97

**LAW BOOKS ARE AVAILABLE AT [www.azre.gov](http://www.azre.gov)  
OR MAY PURCHASED AT THE ADRE**

**If any required documents are missing, your application will not be processed**